

TOWN OF TOLLAND, MA
Building Department

Checklist
Building Permit for Additions or Alterations to Existing Structures

- Check with Building Inspector about requirements for your application. Due to size, type or location of construction or project, some items may not be required.
- Planning Board approval is required if the deck/addition brings buildings closer to property line

1. Submit all items and completed Site Plan Checklist Required Submissions for Building Department.

Included	Items
	Application for Building Permit
	One set of Site Plans and completed Site Plan Checklist (below)
	Two Sets of Site Plans and Specifications <i>approved by Planning Board</i>
	Energy Conservation Application
	Homeowners Exemption Form (when needed)
	Sewage Disposal System Plan by a Registered Engineer (if bedroom is added)
	Fuel Oil and Storage Tank Application (if relevant)
	Conservation Commission Approval Form (if beside a lake or brook or near Wetlands)
	Tunxis Club or Wildwood Association approval (not necessary for Building Permit)

2. Required for Planning Board if Addition or Alteration Brings Buildings Closer to Property Lines:

Included	Required for Building Permit
	1. Three sets of Complete Site Plans <i>approved by Planning Board</i>
	2. Completed Site Plan Checklist (below)

3. Checks made to Town of Tolland per Permit Fee Schedule requirements

Site Plan Requirements Checklist

Included	Item
	Name, Address and Lot Number
	Assessors Lot Number
	Identification of true magnetic North
	All existing buildings and structures
	New buildings must show all overhands and extensions including decks, steps, etc.
	Existing Parking areas
	Existing Loading areas (if relevant)
	Existing Driveways
	All facilities for Sewage Disposal Systems,
	Water Supply (Well) Location
	Landscape features such as walks, fences, etc.
	Distances: <ul style="list-style-type: none">- From boundary lines to structure (front, back and sides)- From leaching field and septic tank to structure- From well to leaching field and septic tank- From ALL adjacent wells, septic and leaching fields to your well